

Steps For Uploading Data

- 1) Go to location <http://nces/surveys/npefs/spreadsheet.asp>
- 2) Download the Excel Template (UPLOAD TEMPLATE.xls)
 - a) Your file will either open in the browser
 - b) or a message box will appear to save your file
- 3) Open UPLOAD TEMPLATE.xls.

Contents of Excel spreadsheet.

A	B	C
AK2005	1A	Local revenue property tax
AK2005	1B	Local revenue non property tax
AK2005	1C	Local revenue local gov prop tax
AK2005	1D	Local revenue local gov prop tax
AK2005	1E	Local revenue local gov prop tax
AK2005	1F	Local revenue local gov prop tax
AK2005	1G	Local revenue local gov prop tax
AK2005	1H	Local revenue local gov prop tax
AK2005	1I	Local revenue local gov prop tax
AK2005	1J	Local revenue local gov prop tax
AK2005	1K	Local revenue local gov prop tax
AK2005	1L	Local revenue local gov prop tax
AK2005	1M	Local revenue local gov prop tax
AK2005	1N	Local revenue local gov prop tax
AK2005	1O	Local revenue local gov prop tax
AK2005	1P	Local revenue local gov prop tax
AK2005	1Q	Local revenue local gov prop tax
AK2005	1R	Local revenue local gov prop tax
AK2005	1S	Local revenue local gov prop tax
AK2005	1T	Local revenue local gov prop tax
AK2005	1U	Local revenue local gov prop tax
AK2005	1V	Local revenue local gov prop tax
AK2005	1W	Local revenue local gov prop tax
AK2005	1X	Local revenue local gov prop tax
AK2005	1Y	Local revenue local gov prop tax
AK2005	1Z	Local revenue local gov prop tax

- 4) Change the placeholder (“XX”) to your two letter state abbreviation in caps with the 4 digit fiscal year in Field 1 as indicated below. Example: Alaska would be AK2005.

A	B	C
AK2005	1A	Local revenue property tax
AK2005	1B	Local revenue non property tax
AK2005	1C	Local revenue local gov prop tax
AK2005	1D	Local revenue local gov prop tax
AK2005	1E	Local revenue local gov prop tax
AK2005	1F	Local revenue local gov prop tax
AK2005	1G	Local revenue local gov prop tax
AK2005	1H	Local revenue local gov prop tax
AK2005	1I	Local revenue local gov prop tax
AK2005	1J	Local revenue local gov prop tax
AK2005	1K	Local revenue local gov prop tax
AK2005	1L	Local revenue local gov prop tax
AK2005	1M	Local revenue local gov prop tax
AK2005	1N	Local revenue local gov prop tax
AK2005	1O	Local revenue local gov prop tax
AK2005	1P	Local revenue local gov prop tax
AK2005	1Q	Local revenue local gov prop tax
AK2005	1R	Local revenue local gov prop tax
AK2005	1S	Local revenue local gov prop tax
AK2005	1T	Local revenue local gov prop tax
AK2005	1U	Local revenue local gov prop tax
AK2005	1V	Local revenue local gov prop tax
AK2005	1W	Local revenue local gov prop tax
AK2005	1X	Local revenue local gov prop tax
AK2005	1Y	Local revenue local gov prop tax
AK2005	1Z	Local revenue local gov prop tax

- 5) Field “B” will have a list of all possible item codes, including the new exhibit items.

A	B	C
AK2005	1A	Local revenue property tax
AK2005	1B	Local revenue non property tax
AK2005	1C	Local revenue local gov prop tax
AK2005	1D	Local revenue local gov prop tax
AK2005	1E	Local revenue local gov prop tax
AK2005	1F	Local revenue local gov prop tax
AK2005	1G	Local revenue local gov prop tax
AK2005	1H	Local revenue local gov prop tax
AK2005	1I	Local revenue local gov prop tax
AK2005	1J	Local revenue local gov prop tax
AK2005	1K	Local revenue local gov prop tax
AK2005	1L	Local revenue local gov prop tax
AK2005	1M	Local revenue local gov prop tax
AK2005	1N	Local revenue local gov prop tax
AK2005	1O	Local revenue local gov prop tax
AK2005	1P	Local revenue local gov prop tax
AK2005	1Q	Local revenue local gov prop tax
AK2005	1R	Local revenue local gov prop tax
AK2005	1S	Local revenue local gov prop tax
AK2005	1T	Local revenue local gov prop tax
AK2005	1U	Local revenue local gov prop tax
AK2005	1V	Local revenue local gov prop tax
AK2005	1W	Local revenue local gov prop tax
AK2005	1X	Local revenue local gov prop tax
AK2005	1Y	Local revenue local gov prop tax
AK2005	1Z	Local revenue local gov prop tax

- 6) Enter your data in Field “C”, omitting all commas, dollar signs or decimals points.

A	B	C
AK2005	1A	Local revenue property tax
AK2005	1B	Local revenue non property tax
AK2005	1C	Local revenue local gov prop tax
AK2005	1D	Local revenue local gov prop tax
AK2005	1E	Local revenue local gov prop tax
AK2005	1F	Local revenue local gov prop tax
AK2005	1G	Local revenue local gov prop tax
AK2005	1H	Local revenue local gov prop tax
AK2005	1I	Local revenue local gov prop tax
AK2005	1J	Local revenue local gov prop tax
AK2005	1K	Local revenue local gov prop tax
AK2005	1L	Local revenue local gov prop tax
AK2005	1M	Local revenue local gov prop tax
AK2005	1N	Local revenue local gov prop tax
AK2005	1O	Local revenue local gov prop tax
AK2005	1P	Local revenue local gov prop tax
AK2005	1Q	Local revenue local gov prop tax
AK2005	1R	Local revenue local gov prop tax
AK2005	1S	Local revenue local gov prop tax
AK2005	1T	Local revenue local gov prop tax
AK2005	1U	Local revenue local gov prop tax
AK2005	1V	Local revenue local gov prop tax
AK2005	1W	Local revenue local gov prop tax
AK2005	1X	Local revenue local gov prop tax
AK2005	1Y	Local revenue local gov prop tax
AK2005	1Z	Local revenue local gov prop tax

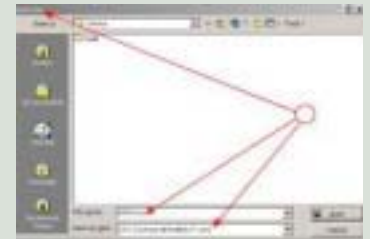
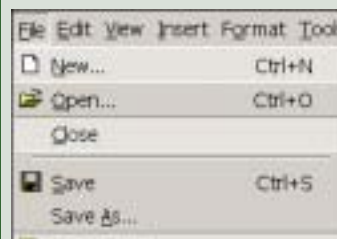
- 7) Field “D” will have the item code (Field “B”) descriptions for your convenience.

A	B	C	D
AK2005	1A	Local revenue property tax	Local revenue property tax
AK2005	1B	Local revenue non property tax	Local revenue non property tax
AK2005	1C	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1D	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1E	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1F	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1G	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1H	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1I	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1J	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1K	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1L	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1M	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1N	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1O	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1P	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1Q	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1R	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1S	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1T	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1U	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1V	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1W	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1X	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1Y	Local revenue local gov prop tax	Local revenue local gov prop tax
AK2005	1Z	Local revenue local gov prop tax	Local revenue local gov prop tax

- 8) "Save as" a csv (comma delimited file). Example: Alaska's file would be AK05.csv.

- a) Enter data in Field “C”
- b) Click "File" and "Save As"
- c) Type the name in the "File Name" field. Example: (AK05)
- d) Choose type "CSV (Comma delimited)(*.csv)" in the "Save as type" field .
- e) When viewed in a file viewer data should look like this:

AK2005,R1A,2004567,Local revenue property tax
AK2005,R1B,4568632,Local revenue non property tax
AK2005,R1C,1265980,Local revenue local gov prop tax



- 9) Ready to Upload the csv (comma delimited file)

- a) Go to location <http://nces/surveys/npefs/index.asp>,
- b) Type in your password and click “Sign in”
- c) Choose “UPLOAD” from the menu selection
- d) "BROWSE" and select the file to upload. Example: (AK05.csv)
- e) Click "SUBMIT" and the upload is completed.

Note: The upload process does not include flags. Please indicate missing "M" or not applicable "N" in the flag field as necessary for the appropriate data items in the Web form.